

SUBPART G - SAFETY AND HEALTH INSPECTIONS

WV420.61(b)(9)(iv)

WV420.61 Safety and health inspection plan.

(b)(1) West Virginia does have RAMP sites; however, it is our policy not to enter any open shafts, tunnels, or subsidence openings. Should entry be necessary for any data-gathering process, a mine safety inspection team, properly trained for such activity, will be employed to obtain such information.

(b)(5) Refer to GM-360, Part 420, Subpart B, Section 420.12(c), "employees are to report any suspected unsafe/unhealthful working conditions to their supervisor for corrective action."

(b)(6) In the State Office, refer to the Occupant Emergency Program, which is updated yearly with assignments for evacuating the premises. In the area and field offices, evacuation information is posted on bulletin boards.

(b)(7) Safety brochures or pamphlets are distributed to all employees regularly. Safety newsletters are distributed to all employees on a quarterly basis. In the case of an extreme hazard, personal contact and/or supervisor notification will be made.

(b)(8) All fire and safety inspection reports in the field are reviewed by the area safety officers. They review the inspection reports and follow-up as necessary with the area conservationist as to the status of fire and safety conditions of the offices in the area.

The area safety officer also conducts an independent inspection annually of at least one office in his area of responsibility. The fire and safety inspection reports for each office will be reviewed each year by the contract specialist before the lease is renewed.

If there is a problem in a safety and health inspection report, the safety officer or area conservationist is notified to take appropriate action.

Each vehicle operator is responsible for inspecting the vehicle at least annually. For further information refer to GM-120, Part 405, Subpart C.

(b)(9)(i) SCS in West Virginia does not own any facilities.

(b)(9)(ii) The District Conservationist will notify the contracting officer of any corrective action needed. The Contracting Officer with assistance from the Area and District Conservationist will notify the GSA Building Manager as to action needed.

(b)(9)(iii) The District Conservationist will notify the contracting officer of any corrective action needed. The Contracting Officer with assistance from the Area and District Conservationist will notify the owner of the property as to action needed.

(b)(9)(iv) In an emergency situation, the District Conservationist is to immediately contact the building owner, fire department, etc.

WV420-13(1)

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- (c) Annual fire and safety inspection reports shall be conducted each October by all offices. Inspectors or supervisors will forward one copy of Form SCS-PERS-503 to the area safety officer. The area safety officer will review the inspection reports and follow up as necessary with the area conservationist as to the status of fire and safety conditions of all offices in the area. The area safety officer shall conduct an independent inspection annually of at least one office in his area of responsibility. Inspection reports should include a brief summary of the results of the inspection, follow-up action taken, results achieved, and any action pending. A copy of all reports will then be forwarded to the state administrative officer by October 20 for inclusion in the annual report to the National Headquarters. The state office safety officer shall conduct the fire and safety inspection in the state office.
- (d) Automotive safety inspections - monthly safety inspections will be made on all vehicles by the person assigned responsibility of the vehicle.

WV420-13(2)